

Chapter Overview

Introduction The objective of this chapter is to provide a concise, user friendly job aid for the user at the PERSRU to complete a PCS Departure event in SDA II on active duty and reserve members.

VERY IMPORTANT: When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.

In this chapter The following events will be discussed in this chapter:

Section	Event	See Page
A	PCS Departing Event for Active Duty Members	3-A-1
B	PCS Departing Event for Regular Reserve Members	3-B-1
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Section Overview

- Introduction** The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a PCS Departure event in SDA II on a regular active duty member. This section contains information on:
- Purpose of the event
 - Any references
 - Fast Path ID and Data Entry
 - PCS Departing Transaction (with SDA II screen examples and field descriptions)
Note: Element codes (highlighted bold in parenthesis) are provided on the SDA II screen examples, however this information does not appear on the screen in SDA II.
 - What effect the PCS Departing transaction has on PMIS/JUMPS
 - If corrections or deletions can be made to the PCS Departing Transaction

VERY IMPORTANT: When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.

- In this Section** The following topics will be discussed in this section:

Topic	See Page
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PCS Departing Event for Active Duty Members

Purpose The PCS Departing event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on an active duty member who is departing PCS. This event also produces the Standard Travel Orders (CG-5131) on a member.

Note: This event should **not** be used for:

- Initial departure from the recruiting station in which original enlistment occurred enroute to a recruit training center.
- Initial departure from the recruiting station at which reenlistment (with a break in service of over 24 hours) occurred when the member is transferred to a field unit. The receiving reporting unit must create an “Entry into the Coast Guard” event on the member.
- To document temporary additional duty (TAD) or permissive travel orders.
- To create Retirement or RELAD orders.

- References**
- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
 - b. Query Manual, HRSICINST M5230.2 (series)
 - c. Pay Manual, COMDTINST M7220.29 (series)
 - d. Personnel Manual, COMDTINST M1000.6 (series), Chapter 4
 - e. Joint Federal Travel Regulations
 - f. Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series)
 - g. Training and Education Manual, COMDTINST M1500.10 (series)
 - h. Medical Manual, COMDTINST M6000.1 (series)
 - i. Housing Manual
 - j. SGLI Handbook, 29-75-1

Fast Path ID and Data Entry Enter “tpcsdpt” for Fast Path ID or press “AAAA” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’ or F1. The following screen should display:

PCS Departure Active Duty Transactions (Screen 1 of 2*)		
000-00-0000 SABM DOE, JOHN		
Stat	Options	Transactions
I	Required	Orders
I	<u>Y</u>	Update Qualification Codes?
I	<u>Y</u>	Complete School, Advance, Change Rate?
		Enlistment Remaining: 10 months. Need more obligated time?
	<u>N</u>	Physical on: (no information available)
I	<u>Y</u>	Is a physical required?
	<u>N</u>	Cleared Quarters prior to departure?
	<u>N</u>	Change the Allotment Address?
	<u>N</u>	Change in Dependency/Emergency Data?
	<u>N</u>	Elect/Decline Servicemembers’ Group Life Insurance?
I	<u>Y</u>	New Payment Option?
I	<u>Online</u>	Advance Payments?

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PCS Departing Event for Active Duty Members, Continued

**Fast Path ID
and Data
Entry,
Continued**

Once the above screen comes up then you can select the options that are available for this event.

Screen 2 of 2 will only appear if the Advance Pay transaction in screen 1 of 2 is answered “online” or “offline” for advance payments.

PCS Departure Active Duty Transactions (Screen 2 of 2*)		
000-00-0000	SABM	DOE, JOHN
Stat	Options	Transactions
Online/Offline Advances		
	<u>N</u>	Advance Pay?
	<u>N</u>	Advance Pay and Allowances?

Listed below are the transactions that can be done in the PCS Departing Event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Orders? (L68B)	Required	This transaction is required for this event and must be completed.
Update Qualification Codes? (304)	Optional	This transaction is used when a qualification code is to be entered on a member who is departing a school.
Complete School, Advance, Change in Rate? (P341 or P555)	Optional	This transaction is used when a member completes a school, advances, or changes rate upon departing PCS.
Enlistment Remaining Need more Obligated Time? (L62B or P154/P159)	Optional	This transaction is used when a member must obligate service for PCS transfer. Note: This transaction can be a reenlistment transaction or an extension/reextension transaction depending on what the member desires to do.
Physical on: (no information available) Is a physical required? (P950)	Optional	Refer to the P950 transaction in Chapter 2-A of this manual for procedures on this transaction.

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PCS Departing Event for Active Duty Members, Continued

**Fast Path ID
and Data
Entry,
Continued**

Listed below are the transactions that can be done in the PCS Departing Event, if the transaction is required or optional, and when the transaction should be used, continued.

Transaction	Option	Used For
Cleared Quarters prior to departure? (P606)	Optional	This transaction is used for members who terminate government owned/leased quarters in conjunction with PCS departure. See the Government Quarters in Connection with PCS Table on the P606 transaction in Chapter 2-A of this manual.
Change the Allotment Address? (L6DB)	Optional	This transaction is used when a member is requesting to change the address for an existing allotment.
Change in Dependency /Emergency Data (CG-4170A)	Optional	This transaction is used when there is a change to the member's dependency or emergency data information prior to PCS departure.
Elect/Decline Servicemembers' Group Life Insurance (P809)	Optional	This transaction is used when the member is requesting to change their current SGLI selection.
New Payment Option (L6GB)	Optional	This transaction is used when the member is requesting to change his/her payment option.
Advance Payments (H605 or L6HB)	Optional	This transaction is used when a member is requesting Advance Pay or Advance Pay and Allowances. Note: If Advance Pay or Advance Pay and Allowances are being paid online (by PMIS/JUMPS) then enter "N". If Advance Pay or Advance Pay and Allowances are being paid offline (by other than PMIS/JUMPS) then enter "F".

Once you have prompted the system the transactions you want to create in the PCS Departing Event, press <GO> or F1. You are now ready to create the PCS Departing transaction.

**PCS Departing
Transaction**

The PCS Departing transaction creates a L68B in PMIS/JUMPS and as stated above also creates the Standard Travel Orders (CG-5131) on a member.

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Section A
PCS DEPARTING EVENT FOR ACTIVE DUTY MEMBERS

PCS Departing Event for Active Duty Members, Continued

PCS Departing Transaction, Continued

The first screen that will come up is PCS Orders (Screen 1 of 5*). The following is an example of what the screen looks like and a breakdown of the fields and the action to be taken on each field:

PCS Orders (screen 1 of 5*)						
<u>000-00-0000</u>		<u>SABM</u>		<u>DOE, JOHN</u>		
Effective Departure Date: <u>10/21/1997</u>		Effective Time: <u>0001</u>		Entry Type:		
Duty Type Code: <u>1</u>						
Transfer Authority:		<u>ETO 01-98 of 5 Oct 97</u>				
Authorizing Official:		<u>John Iamgood, YNCS, By direction</u>				
Interoffice Transfer?:		<u>N</u> (Element Code 15)				
Proceed & Report:		Nature of				
Dist-Opfac	Station/Place	Duty	Report	Time	Date	
<u>53</u>	<u>47400</u>	<u>HRSIC</u>	<u>1</u>	<u>NLT</u>	<u>2400</u>	<u>10/29/1997</u>
—	—	—	—	—	—	—
—	—	—	—	—	—	—
—	—	—	—	—	—	—

Field	Action
Effective Departure Date	Enter the date the member is Departing PCS.
Time	Enter 0500 (the system will allow you to enter a time from 0001 to 0500, but when submitting the PCS Departing transaction for the first time on the member, use 0500) Note: If the original departing orders were deleted in Transaction Review and you are resubmitting this transaction for the same day, then the system will allow you to enter a time from 0001 to 0559.
Entry Type	This field is not updateable.
Duty Type Code	Enter one of the following duty type codes: 1 PERMDU: This code is used if member is departing for permanent duty. 2 TEMDU: This code is used if member is departing for temporary duty.
Transfer Authority	Enter the transfer authority (e.g., ETO 01-98 of 10/15/97) or date time group of message authorizing transfer).
Authorizing Official	Enter the Authorizing Official (i.e., John Iamgood, YNCS, By direction). This information is printed on the Standard Travel Orders in block 12a.

Continued on next page

PCS Departing Event for Active Duty Members, Continued

**PCS Departing
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field, continued:

Field	Action
Interoffice Transfer	This field is automatically defaulted at 'N' for NO and should be left at 'N' if member is transferring from one unit to another. If a member's permanent unit, district and OPFAC remain the same, and the cost center code is changing then this field should be changed to 'Y' for YES.
Dist	Enter the two-digit district number.
OPFAC	Enter the five-digit OPFAC number.
Station/Place	This field is not updateable and the system automatically displays the short title name of what OPFAC was entered in the prior field.
Nature of Duty Code	Enter one of the following nature of duty codes: 1 Duty: If the member is departing to perform general duties (routine permanent change of station). 2 Instruction: If the member is departing for training. 3 Inpatient: If the member is departing for inpatient hospitalization. 4 Discipline/Confinement: This code should not be used in this event (if a member is departing for disciplinary purposes or for confinement purposes then the 'Begin Confinement' event should be used for this). 5 Further Assignment: If the member is departing for temporary duty (TEM DU) for other than instruction purposes. 6 Separation: This code should only be used to show termination of the member's enlisted status prior to becoming a CADET. This code should only be used by the Academy PERSRU. If this code is used by the Academy, Member Sworn in as Cadet (Screen 1 of 1) of the PCS Orders transaction will appear after Screen 4 of 5* and will create element codes 70, 90, 92 and 93 or element codes 70 and 95.

Continued on next page

PCS Departing Event for Active Duty Members, Continued

**PCS Departing
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field, continued:

Field	Action
Nature of Duty Code, Continued	<p>B HAOS: This code indicates that the member has been ordered home in an awaiting orders status (HAOS) to await the results of a physical evaluation board or Court Martial process. Note: The effective date of departure shall be the date the member departs the command and the duty status code should be '2' for TEMDU.</p> <p>C Unauthorized Absence: This code indicates a member is currently in an unauthorized absence or deserter status, and is being transferred administratively. Note: Do not use this code when a member fails to report in compliance with orders. In this case, use the nature of duty code that would have been used had the member reported in accordance with orders, and submit a 'Begin Unauthorized Absence' transaction or a 'Declare a Member a Deserter' transaction.</p> <p>D Appellate Leave: This code indicates that the member has been ordered home on appellate leave pending review of a court-martial. Note: If the member has no accrued leave balance, the member will be placed in an excess leave status and all of the member's pay and allowances will be stopped effective on the date the member departs on appellate leave. If the member has an accrued leave balance, the member must elect either to be paid for lump sum leave or to use the accrued leave. If the member chooses to use accrued leave, the member will be placed into a leave with pay and allowances status; once the member's accrued leave balance is exhausted, the member's pay and allowances will be stopped and the member will be placed in an excess leave status.</p> <p>I Inactive/Retired Status: Not allowed for this event.</p> <p>R Inactive to Active Status: Not allowed for this event.</p>

Continued on next page

Section A
PCS DEPARTING EVENT FOR ACTIVE DUTY MEMBERS

PCS Departing Event for Active Duty Members, Continued

**PCS Departing
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field, continued:

Field	Action
Report	Enter 'NLT' (no later than), 'O/A' (on or about), or HAOS
Time	Enter the time the member is supposed to report to new unit.
Date	Enter the date the member is supposed to report to new unit.

The next screen that will come up in this transaction is Screen 2 of 5*. The following is what the screen should look like and a breakdown of the fields and the action to be taken on each field:

PCS Orders (screen 2 of 5*)												
<u>000-00-0000</u>			<u>SABM</u>			<u>DOE, JOHN</u>						
Are Orders funded by AC&I funds?: <u>no</u>					Are Orders No Cost: <u>no</u>							
Authorized Delay: 0008												
TT: <u>01</u>		PT: <u>04</u>		AI: <u>03</u>		AO: <u>00</u>		CA: <u>00</u> NA: <u>00</u> DA: 00				
Address: <u>1502 Bootleg Lane</u>						Country: <u>US</u>						
City: <u>Topeka</u>				St: <u>KS</u>		ZIP/Postal: <u>66619</u>						
Phone: <u>(785) 999-9999</u>												
Ag	Reg	Code	Appr	Appr	Limit	Fund	Allot	Level	Program	Cost	Object	Document
2	P	<u>9999</u>	<u>999</u>			<u>A1</u>	0		<u>999999</u>	<u>99999</u>	<u>9999</u>	<u>1234567891234</u>
2	P						0					
2	P						0					
2	P						0					

Field	Action
Are Orders funded by AC&I funds?	This field is defaulted to 'no'. If AC&I fund orders, change to 'Y' for YES.
Are Orders No Cost	This field is defaulted to 'no'. If orders are no cost, change to 'Y' for YES.
Authorized Delay	This field is automatically set by the system and is driven by the information you entered in the 'Effective Departure Date' field and the 'Date' (reporting date) field on the prior screen (Screen 1 of 5*).
TT	If member is authorized travel time, then enter the number of days the member is authorized.
PT	If member is authorized proceed time, then enter the number of days the member is authorized.
AI	If member is authorized leave INCONUS, then enter the number of days the member is authorized.

Continued on next page

PCS Departing Event for Active Duty Members, Continued

**PCS Departing
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field, continued:

Field	Action
AO	If member is authorized leave OUTCONUS, then enter the number of days the member is authorized.
CA	If member is authorized Compensatory Absence, then enter the number of days the member is authorized.
NA	If member is authorized non-chargeable absence, then enter the number of days the member is authorized.
DA	This field is not updateable for this event.
Address	Enter the Street Address of where the member will be on leave.
Country	This field is automatically set at 'US'. If it should be different, then enter the country code of what country the member will be on leave (press the F2 key for a valid list of country codes).
City	Enter the City of where the member will be on leave.
St	Enter the abbreviation of the state the member will be on leave (press the F2 key for a valid list of state abbreviations).
ZIP/Postal	Enter the first 5 digits of the zip code of the city in which the member will be on leave.
Phone	Enter the area code and phone number of where the member will be on leave (to input this information, type in the phone number without any spaces and the system will format it correctly, once you have completed Screen 2 of 5* and have pressed <GO> or F1.
Ag	This field is set to '2'. Do not change.
Reg	Enter the Region (District) code in this field.
Appr Code	Enter the Appropriate code in this field.
Appr Limit	Enter the Limitation code in this field.
Allot Level	This field is set at '0'.
Program Elem	Enter the Program Element in this field.
Cost Center	Enter the Cost Center Code in this field.
Object Class	Enter the Object Class in this field.
Document ID	Enter the Document ID (TONO) in this field.

Continued on next page

The following is what the screens should look like (with an example of remarks typed in):

PCS Orders (screen 4 of 5*)		
000-00-0000	SABM	DOE, JOHN
Remarks: (Continued)		
4. TOTAL ADVANCES AUTH: \$1025.25 _____		
E. DEPN INFO: KIMBERLY K. (WIFE, DOM 87OCT16) _____		

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Section A
PCS DEPARTING EVENT FOR ACTIVE DUTY MEMBERS

**PCS Departing
Transaction,
Continued**

If the member is an AVIATOR or is currently drawing OUTCONUS COLA or OHA, then Screen 5 of 5* will appear (if this screen does not appear for a member who is an AVIATOR or is currently drawing OUTCONUS COLA or OHA, then the information that the system has on the member is incorrect and the System Administrator should contact the SDAII team to correct the problem. The following is what the screen should look like and a breakdown of the fields and the action to be taken on each field:

PCS Orders (screen 5 of 5*)		
000-00-0000	SABM	DOE, JOHN
	New Flight Status:	(Element Code 19)
	Should ACIP be stopped?:	N (Element Code 13)
	Continue COLA up to 60 day; Dependents Delayed Overseas?:	N (Element Code 57)
	Continue OHA up to 60 day; Dependents Delayed Overseas?:	N (Element Code 56)

Field	Action
New Flight Status	This field is a mandatory field if member is an aviator (see Exhibit 2-A-1 in Chapter 2 of this manual for detailed information). Enter one of the following: <ul style="list-style-type: none"> · DIFPRO · DIFDEN · DIFOPS Note: The system should not allow you to enter information in this field if member is not an aviator. This field creates Element Code 19 on the L68B
Should ACIP be stopped	This field is defaulted to 'N'. If ACIP should be stopped on the Aviator then change this to 'Y' (if Aviator is not in a continuous ACIP status). This field creates Element Code 13 on the L68B
Continue COLA up to 60 days; Dependents Delayed Overseas	This field is set at 'N'. If member is transferred and all dependents are delayed, entitlement to COLA continues up to 60 days provided the member meets the requirements of reference (e). This field creates Element Code 57 on the L68B
Continue OHA up to 60 day; Dependents Delayed Overseas	This field is defaulted to 'N'. If member is transferred and all dependents are delayed, entitlement to OHA continues up to 60 days provided the member meets the requirements in reference (e). This field creates Element Code 56 on the L68B

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PCS Departing Event for Active Duty Members, Continued

PCS Departing Transaction, Continued

Once you have completed the information in Screen 4 of 5* or Screen 5 of 5*, press the F6 key and the following screen will appear:

PCS Orders Print Menu	
A.	Print Screen
B.	Print Transaction Log
C.	Print the Form for this Transaction

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the PCS Departure transaction and want a printed copy of the Transaction Log, press 'B'.
C	If you have completed the PCS Departure transaction and want a printed copy of the Standard Travel Orders (CG-5131), press 'C'.

How PMIS/JUMPS is effected by the PCS Departing Transaction

A PCS Departing transaction accomplishes the following functions in PMIS/JUMPS:

- Establishes the member's new OPFAC for LES (and for paycheck delivery if the member's pay delivery is Option 1).
- Projects the member's Estimated Time Arrival (ETA) at the new station.
- Updates information on page 6 (Current Unit Information/Pending Unit Information) and page 7 (Prior Unit History) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Closes down segment 52 of the pay file in JUMPS.
- Prepares the pay file (JUMPS) by automatically stopping some entitlements and automatically starting others.

Continued on next page

PCS Departing Event for Active Duty Members, Continued

**How
PMIS/JUMPS
is effected by
the PCS
Departing
Transaction,
Continued**

The following pay entitlements will stop automatically (if the member is receiving the entitlement) on the effective date of departure, except interoffice transfers:

Note: The segment of the pay entitlement is also provided.

Pay Entitlement	Segment(s)
Basic Allowance for Subsistence (BAS), on enlisted members only	25
Career Sea Pay/Time	07
Career Sea Pay Premium	37
Crew Flight Pay, on enlisted personnel only	12
Diving Pay	10
Family Separation - Housing and Family Separation Allowance (FSA-S)	21, 22
Hardship Duty Pay-Location	08
Noncrew Flight Pay	13
Separate Rations, on enlisted members only	26
Special Subsistence (SPEC BAS), on enlisted personnel only	27

The following pay entitlements will stop automatically (if the member is receiving the entitlement) on the **day prior** to the effective date of departure, except interoffice transfers:

Note: The segment of the pay entitlement is also provided.

Pay Entitlement	Segment(s)
Basic Allowance for Housing Type II (BAH II), for member's without dependents who are in government owned/leased quarters, berthing on a ship or in BEQ/BOQ (this does not include members who are receiving BAH Diff)	16, 18, 19
OUTCONUS COLA and Partial COLA, for member's with and without dependents	29
Partial BAS	27
Responsibility Pay	09
Special Duty Assignment Pay	06

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PCS Departing Event for Active Duty Members, Continued

**How
PMIS/JUMPS
is effected by
the PCS
Departing
Transaction,
Continued**

Other Auto Stops/Start Conditions:

- Hostile Fire (Imminent Danger) pay (segment 05) will stop automatically on the last day of the month of the effective date of departure; e.g., if a member departs on 98Sep05, the entitlement will stop 98Sep30.
- Combat Tax Exclusion entitlement (segment's 64-68) will stop automatically on the last day of the month of the effective date of departure; e.g., if a member departs on 98Sep05, the entitlement will stop 98Sep30.
- Interoffice transfers **do not** automatically start and stop entitlements.

Note: PMIS/JUMPS will not make an automatic stop when a Personnel Action transaction dated prior to the PCS Departing transaction processes after the PCS Departing transaction. Example: Member reports back from TAD to his/her ship on 98DEC14 and departs PCS on 98DEC17. The TAD transaction (P620), effective date 98DEC14, processed on 99FEB11 and a Departing PCS transaction, effective date 98DEC17, processed on 99JAN04 in PMIS/JUMPS. A Stop Pay Entitlements (P625) must be prepared to stop Career Sea Pay on 98DEC17, or to stop BAS or SEPRATS that are restarted by the TAD transaction (P620), as applicable.

**Corrections
and Deletions
to the PCS
Departing
Transaction**

Corrections and deletions can be made to this transaction and are done in Transaction Review.

When completing a correction or deletion to the PCS Departing transaction, the following rules apply:

- Corrections to the PCS Departing transaction must process before the PCS Reporting transaction. If the PCS Reporting transaction has already processed, contact HRSIC (MAS) before submitting a correction to the PCS Departing transaction.

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a PCS Departure event in SDA II on a regular reserve member. This event contains information on:

- Purpose of the event
- Any references
- Fast Path ID and Data Entry
- PCS Departing Transaction (with SDA II screen examples and field descriptions)
Note: Element codes (highlighted bold in parenthesis) are provided on the SDA II screen examples, however this information does not appear on the screen in SDA II.
- What effect the PCS Departing transaction has on PMIS/JUMPS
- If corrections or deletions can be made to the PCS Departing Transaction

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event but not covered in this chapter.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	3-B-2
References	3-B-2
Fast Path ID and Data Entry	3-B-2
PCS Departing Transaction	3-B-3
How PMIS/JUMPS is effected by the PCS Departure Transaction	3-B-6
Corrections and Deletions to the PCS Departing Transaction	3-B-6

PCS Departing Event for Regular Reserve Members

Purpose	<p>This PCS Departing event is used to complete the necessary transaction on a regular reserve member who is being transferred from one unit to another. This event also produces the Standard Travel Orders (CG-5131) on a member.</p> <p>This event should not be used for:</p> <ul style="list-style-type: none">• Departing a reserve member to attend OCS school. The PCS Departing event for reserves coming on Extended Active Duty for greater than 139 days should be completed. Refer to Section 3-C of this chapter on how to complete this event.• Departing a member to an initial unit upon release from active duty. The RELAD transaction will depart and report members to their first unit as a regular reserve (this is only for reserve members who will actively participate in the selective reserve program upon completion of active duty and have remaining service obligation).• Initial departure from the recruiting station at which original enlistment occurred enroute to a recruit training center. The recruit training center will submit an initial endorsement on orders upon the recruit's arrival.• Active duty members, who have reached their service obligation, are discharged from active duty and enlist as a reserve. Use the Entry into the Coast Guard Event to access the member. <p>Note: This also applies for members who are prior service and are enlisted into the reserves not going to the recruit training center. Use the Entry into the Coast Guard Event to access the member.</p>
References	<ul style="list-style-type: none">a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)b. Personnel Manual, COMDTINST M1000.6 (series)c. Query Manual, HRSICINST M5230.2 (series)d. Reserve Policy Manual, COMDTINST M1001.28e. SGLI Handbook, 29-75-1
Fast Path ID and Data Entry	<p>Enter "tpcsdpt" for Fast Path ID or press "AAAA" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO' or F1. The following question will be asked: "Is this reservist entering extended active duty (140 days or greater)?: <u>N</u>"</p> <p>Note: If this question does not come up on the member, then the information that the system has on the member is incorrect (not showing the member as a reservist) and the System Administrator should contact the SDA II team at HRSIC to correct the problem.</p> <p>For this event, the question should remain "N" for NO. Press <GO> or F1.</p>

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Section B
PCS DEPARTING EVENT FOR REGULAR RESERVE MEMBERS

PCS Departing Event for Regular Reserve Members, Continued

**Fast Path ID and
Data Entry,
Continued**

The following screen should display:

PCS Departure Reserve Duty Transactions (Screen 1 of 1)		
000-00-0000	YN3	DOE, JANET
Stat	Options	Transactions
I	<u>Required</u>	Reserve Orders

Transaction	Option	Used For
Reserve Orders? (L68B)	Required	This transaction is required for this event and must be completed.

Once the above screen comes up you should then press <GO> or F1. You are now ready to create the PCS Departing transaction.

**PCS Departing
Transaction**

The PCS Departing transaction creates a L68B in PMIS/JUMPS and as stated above also creates the Standard Travel Orders (CG-5131) on a reserve member.

The first screen that will come up is PCS Orders (Screen 2 of 4). The following is what the screen should look like:

PCS Orders (screen 2 of 4)						
000-00-0000		YN3		DOE, JANET		
Effective Departure Date: <u>10/21/1997</u> Effective Time: <u>0500</u> Entry Type:						
Duty Type Code: <u>I</u>						
Transfer Authority:				<u>Approved CG-5525 of 27 Sep 97</u>		
Authorizing Official:				<u>John Iamgood, YNCS, By direction</u>		
Interoffice Transfer?:				N		
Proceed & Report:			Nature of			
Dist-Opfac	Station/Place		Duty	Report	Time	Date
<u>53</u>	<u>47400</u>	HRSIC	I	<u>NLT</u>	<u>0505</u>	<u>10/21/1997</u>
Note: The fields below are updateable but should be left blank for this event (this note is not displayed on the actual SDA II screen).						
— — —			I	—	—	—
— — —			I	—	—	—
— — —			I	—	—	—

Continued on next page

Section B
PCS DEPARTING EVENT FOR REGULAR RESERVE MEMBERS

PCS Departing Event for Regular Reserve Members, Continued

**PCS Departing
Transaction,
Continued**

The following is a breakdown of each field on the PCS Orders Screen 2 of 4 and what action you should take:

Field	Action
Effective departure Date	Enter the date the reserve member is being transferred.
Time	Enter 0500 (the system will allow you to enter a time from 0001 to 0500, but when submitting the PCS Departing transaction for the first time on the reserve member, use 0500) Note: If the original departing orders were deleted in Transaction Review and you are resubmitting this transaction for the same day, then the system will allow you to enter a time from 0001 to 0559.
Entry Type	This field is not updatable.
Duty Type Code	Enter one of the following duty type codes: 1 PERMDU: This code is used if member is departing for permanent duty. 2 TEMDU: This code should not be used for this event.
Transfer Authority	Enter the transfer authority (i.e., Approved CG-5525 of 27 Sep 97).
Authorizing Official	Enter the Authorizing Official (i.e., John Iamgood, YNCS, By direction). This information is printed on the Standard Travel Orders in block 12a.
Interoffice Transfer	This field is not updatable.
Dist	Enter the two digit district number.
OPFAC	Enter the five digit OPFAC number.
Station/Place	This field is not updatable and the system automatically displays the short title name of what OPFAC was entered in the prior field.
Nature of Duty Code	This field is not updatable and is set at "I".
Report	Enter 'NLT' (no later than).
Time	Enter the time the reserve member is supposed to report to new unit. Note: The time should be 5 minutes after the departing time.
Date	Enter the date the reserve member is supposed to report to new unit. Note: This date should be the same day as the departing date.

Continued on next page

PCS Departing Event for Regular Reserve Members, Continued

PCS Departing Transaction, Continued

The next two screens that will come up in this transaction are Screen 3 of 4 and Screen 4 of 4. These two screens allow the user to enter information into the remarks block of the Standard Travel Orders (CG-5131) that will be printed after this transaction has been completed.

Note: The following remarks are already displayed on Screen 3 of 4.

“No pay or travel entitlements allowed.”

The following is what the two screens should look like:

PCS Orders (screen 3 of 4)		
000-00-0000	YN3	DOE, JANET
New Servicing/Responsible PERSRU: 47400		
CG HRSIC		
Remarks:		
No pay or travel entitlements allowed. _____		

PCS Orders (screen 4 of 4)		
000-00-0000	YN3	DOE, JANET
Remarks: (Continued)		

Once you have completed the information in Screen 3 of 4 and Screen 4 of 4, press the F6 key and the following screen will appear.

PCS Orders Print Menu	
A.	Print Screen
B.	Print Transaction Log
C.	Print the Form for this Transaction

Option	Action
A	If you want to print the screen you are working on, press ‘A’.
B	If you have completed the PCS Departure transaction and want a printed copy of the Transaction Log, press ‘B’.
C	If you have completed the PCS Departure transaction and want a printed copy of the Standard Travel Orders (CG-5131), press ‘C’.

Continued on next page

PCS Departing Event for Regular Reserve Members, Continued

**How
PMIS/JUMPS
is effected by
the PCS
Departing
Transaction**

A PCS Departing transaction accomplishes the following functions in PMIS/JUMPS:

- Establishes the member's new OPFAC for LES.
- Projects the member's Estimated Time Arrival (ETA) at the new station.
- Updates information on page 6 (Current Unit Information/Pending Unit Information), page 7 (Prior Unit History), and page 12 (Reserve Unique Information) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Closes down segment 52 of the pay file in JUMPS.

**Corrections
and Deletions
to the PCS
Departing
Transaction**

Corrections and deletions can be made to this transaction and are done in Transaction Review in SDA II.

When completing a correction or deletion to the PCS Departing transaction, the following rules apply:

- Corrections to the PCS Departing transaction must process before the PCS Reporting transaction.
-

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a PCS Departure event in SDA II on a reserve member coming on extended active duty greater than 139 days. This event contains information on:

- Purpose of the event
- Any references
- Fast Path ID and Data Entry
- PCS Departing Transaction (with SDA II screen examples and field descriptions)
Note: Element codes (highlighted bold in parenthesis) are provided on the SDA II screen examples, however this information does not appear on the screen in SDA II.
- What effect the PCS Departing transaction has on PMIS/JUMPS
- If corrections or deletions can be made to the PCS Departing Transaction

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event, but not covered in this chapter.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	3-C-2
References	3-C-2
Fast Path ID and Data Entry	3-C-2
PCS Departing Transaction	3-C-5
How PMIS/JUMPS is effected by the PCS Departure Transaction	3-C-11
Corrections and Deletions to the PCS Departing Transaction	3-C-12

PCS Departing Event for Reserve Members Coming on Extended Active Duty Greater than 139 Days

Purpose This PCS Departing event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on a reservist who is coming on extended active duty for greater than 139 days. This event also creates the Standard Travel Orders (CG-5131).

Note: This event should **not** be used for:

- Reserve members, who are not on extended active duty, being transferred from one unit to another.
- Reserve members who are currently on extended active duty for greater than 139 days.
- Creating Retirement or RELAD orders on a reserve member who is currently on extended active duty.

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Query Manual, HRSICINST M5230.2 (series)
- c. Pay Manual, COMDTINST M7220.29 (series)
- d. Personnel Manual, COMDTINST M1000.6 (series), Chapter 4
- e. Joint Federal Travel Regulations
- f. Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series)
- g. Training and Education Manual, COMDTINST M1500.10 (series)
- h. Medical Manual, COMDTINST M6000.1 (series)
- i. Housing Manual
- j. SGLI Handbook, 29-75-1
- k. Reserve Policy Manual, COMDTINST M1001.28

Fast Path ID and Data Entry Enter “tpcsdpt” for Fast Path ID or press “AAAA” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’ or F1. The following question will be asked: **“Is this reservist entering extended active duty (140 days or greater)?: N”**

Note: If this question does not come up on the member, then the information that the system has on the member is incorrect (not showing the member as a reservist) and the System Administrator should contact the SDAII team at HRSIC to correct the problem.

For this event, the question should be changed to “Y” for YES. Press <GO> or F1.

Continued on next page

Section C
PCS DEPARTING EVENT FOR RESERVE MEMBERS COMING ON EXTENDED ACTIVE DUTY
GREATER THAN 139 DAYS

PCS Departing Event for Reserve Members Coming on Extended Active Duty Greater than 139 Days, Continued

**Fast Path ID
and Data Entry,
Continued**

The following screen should come up:

PCS Departure Active Duty Transactions (Screen 1 of 2*)		
000-00-0000	QM3	DOE, ROGER
Stat	Options	Transactions
I	Required	Orders
	<u>N</u>	Update Qualification Codes?
	<u>N</u>	Complete School, Advance, Change Rate?
		Enlistment Remaining: 38 months. Need more obligated time?
	<u>N</u>	Physical on: (no information available)
	<u>N</u>	Is a physical required?
	<u>N</u>	Cleared Quarters prior to departure?
	<u>N</u>	Change the Allotment Address?
	<u>N</u>	Change in Dependency/Emergency Data?
	<u>N</u>	Elect/Decline Servicemembers' Group Life Insurance?
I	<u>N</u>	New Payment Option?
	<u>Online</u>	Advance Payments?

Once the above screen comes up, select the options that are available for this event.

Screen 2 of 2 will only appear if the Advance Pay transaction in screen 1 of 2 is answered “online” or “offline” for advance payments.

PCS Departure Active Duty Transactions (Screen 2 of 2*)		
000-00-0000	QM3	DOE, ROGER
Stat	Options	Transactions
		Online/Offline Advances
	<u>N</u>	Advance Pay?
	<u>N</u>	Advance Pay and Allowances?

Listed on the next page are the transactions that can be done in this event, if the transaction is required or optional, and when the transaction should be used.

Continued on next page

Section C
PCS DEPARTING EVENT FOR RESERVE MEMBERS COMING ON EXTENDED ACTIVE DUTY
GREATER THAN 139 DAYS

PCS Departing Event for Reserve Members Coming on Extended Active Duty Greater than 139 Days, Continued

**Fast Path ID
and Data Entry,
Continued**

Transaction	Option	Used For
Orders? (L68B)	Required	This transaction is required for this event and must be completed.
Update Qualification Codes? (304)	Optional	This transaction should not be used for this event.
Complete School, Advance, Change in Rate? (P341 or P555)	Optional	This transaction should not be used for this event.
Enlistment Remaining Need more Obligated Time? (L62B or P154/P159)	Optional	This transaction is used when a reserve member must obligate service for coming on extended active duty. Note: This transaction can be a reenlistment transaction or an extension/reextension transaction depending on what the member desires to do.
Physical on: (no information available) Is a physical required? (P950)	Optional	Refer to the P950 transaction in Chapter 2-A of this manual for procedures on this transaction.
Cleared Quarters prior to departure? (P606)	Optional	This transaction is used to start BAH on a member or place member in quarters. Note: This transaction should not be used if reserve member is going to depart and report the same day. This transaction will be done in the PCS Reporting Event. Refer to the Government Quarters in Connection with PCS Table on the P606 transaction in Chapter 2-A of this manual..
Change the Allotment Address? (L6DB)	Optional	This transaction should not be used in this event.
Change in Dependency/ Emergency Data (CG-4170A)	Optional	This transaction is used when there is a change to the member's dependency or emergency data information prior to coming on extended active duty.

Continued on next page

Section C
PCS DEPARTING EVENT FOR RESERVE MEMBERS COMING ON EXTENDED ACTIVE DUTY
GREATER THAN 139 DAYS

PCS Departing Event for Reserve Members Coming on Extended Active Duty Greater than 139 Days, Continued

**Fast Path ID
and Data Entry,
Continued**

Transaction	Option	Used For
Elect/Decline Servicemembers' Group Life Insurance (P809)	Optional	This transaction is used when the member is requesting to change his/her current SGLI selection.
New Payment Option (L6GB)	Optional	This transaction is used when the member is requesting to change his/her payment option.
Advance Payments (H605 or L6HB)	Optional	This transaction is used when a member is requesting Advance Pay or Advance Pay and Allowances. Note: If Advance Pay or Advance Pay and Allowances are being paid online (by PMIS/JUMPS) then enter "N". If Advance Pay or Advance Pay and Allowances are being paid offline (by travel office) then enter "F".

Once you have prompted the system the transactions you want to create in this event, press <GO> or F1. You are now ready to create the PCS Departing transaction.

**PCS Departing
Transaction**

The PCS Departing transaction creates a L68B in PMIS/JUMPS and also creates the Standard Travel Orders (CG-5131) on a member. The first screen that will come up is PCS Orders (Screen 1 of 7*). The following is what the screen should look like:

PCS Orders (screen 1 of 7*)					
<u>000-00-0000</u>		<u>QM3</u>		<u>DOE, ROGER</u>	
Effective Departure Date: <u>11/01/1997</u>		Effective Time: <u>0500</u>		Entry Type:	
Duty Type Code: <u>1</u>					
Transfer Authority:		<u>CGPC (EPM-2) 231400Z Oct 97</u>			
Authorizing Official:		<u>John Iamgood, YNCS, By direction</u>			
Interoffice Transfer?:		<u>N</u>			
Proceed & Report:			Nature of		
Dist-Opfac	Station/Place	Duty	Report	Time	Date
<u>53</u>	<u>47400</u>	<u>HRSIC</u>	<u>R</u>	<u>NLT</u>	<u>2400</u>
<u>11/01/1997</u>					
Note: The fields below are updateable but should be left blank for this event (this note is not displayed on the actual SDA II screen).					
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—

Continued on next page

Section C
PCS DEPARTING EVENT FOR RESERVE MEMBERS COMING ON EXTENDED ACTIVE DUTY
GREATER THAN 139 DAYS

PCS Departing Event for Reserve Members Coming on Extended Active Duty Greater than 139 Days, Continued

**PCS Departing
Transaction,
Continued**

The following is a breakdown of the fields and what action should be taken on each field for Screen 1 of 7:

Field	Action
Effective Departure Date	Enter the date the member is coming on extended active duty.
Time	Enter 0500 (the system will allow you to enter a time from 0001 to 0500, but when submitting this transaction for the first time on the member, use 0500) Note: If the original departing orders were deleted in Transaction Review and you are resubmitting this transaction for the same day, then the system will allow you to enter a time from 0001 to 0559.
Entry Type	This field is not updateable.
Duty Type Code	Enter one of the following duty type codes: 1 PERMDU: This code is used if member is departing for permanent duty. 2 TEMDU: This code is used if member is departing for Temporary Duty.
Transfer Authority	Enter the transfer authority (i.e., CGPC (EPM) 231600Z Oct 97).
Authorizing Official	Enter the Authorizing Official (i.e., John Jamgood, YNCS, By direction). This information is printed on the Standard Travel Orders in block 12a.
Interoffice Transfer	This field should not be used.
Dist	Enter the two-digit district number.
OPFAC	Enter the five-digit OPFAC number.
Station/Place	This field is not updateable and the system automatically displays the short title name of what OPFAC was entered in the prior field.
Nature of Duty Code	Enter “R” for this field. No other Nature of Duty Code is authorized.
Report	Enter ‘NLT’ (no later than).
Time	Enter the time the member is supposed to report to new unit for extended active duty.
Date	Enter the date the member is supposed to report to new unit for extended active duty.

Continued on next page

Section C
PCS DEPARTING EVENT FOR RESERVE MEMBERS COMING ON EXTENDED ACTIVE DUTY
GREATER THAN 139 DAYS

PCS Departing Event for Reserve Members Coming on Extended Active Duty Greater than 139 Days, Continued

PCS Departure Transaction, Continued

The next screen that will come up in this transaction is Screen 2 of 7*. The following is what the screen should look like and a breakdown of the fields and their descriptions:

PCS Orders (screen 2 of 7*)									
<u>000-00-0000</u>			<u>QM3</u>			<u>DOE, ROGER</u>			
Are Orders funded by AC&I funds?: <u>no</u>					Are Orders No Cost: <u>no</u>				
Authorized Delay: 0000									
TT: <u>00</u>		PT: <u>00</u>		AI: <u>00</u>		CA: <u>00</u>		NA: <u>00</u> DA: <u>00</u>	
Address: <u>1502 Bootleg Lane</u>						Country: <u>US</u>			
City: <u>Topeka</u>				St: <u>KS</u>		ZIP/Postal: <u>66619</u>			
Phone: <u>(785) 999-9999</u>									
Ag	Reg	Appr Code	Appr Limit	Allot Fund	Allot Level	Program Elem	Cost Center	Object Class	Document ID
<u>2</u>	<u>P</u>	<u>9999</u>	999	<u>A1</u>	0	<u>999999</u>	<u>99999</u>	<u>9999</u>	<u>1234567891234</u>
2	P				0				
2	P				0				
2	P				0				

Field	Action
Are Orders funded by AC&I funds?	This field is defaulted to 'no'. If AC&I funds orders, change to 'Y' for YES. This field is normally not used.
Are Orders No Cost	This field is defaulted to 'no'. If orders are no cost, change to 'Y' for YES.
Authorized Delay	This field is automatically set by the system and is driven by the information you entered in the 'Effective Departure Date' field and the 'Date' (reporting date) field on the prior screen (Screen 1 of 7*).
TT	If member is authorized travel time, then enter the number of days the member is authorized.
PT	If member is authorized proceed time, then enter the number of days the member is authorized.
AI	If member is authorized leave INCONUS, then enter the number of days the member is authorized.
AO	If member is authorized leave OUTCONUS, then enter the number of days the member is authorized.
CA	This field should be left blank.

Continued on next page

Section C
PCS DEPARTING EVENT FOR RESERVE MEMBERS COMING ON EXTENDED ACTIVE DUTY
GREATER THAN 139 DAYS

PCS Departing Event for Reserve Members Coming on Extended Active Duty Greater than 139 Days, Continued

PCS Departure Transaction, Continued

The following is a breakdown of the fields and what action should be taken on each field, continued:

Field	Action
NA	If member is authorized non-chargeable absence, then enter the number of days the member is authorized.
DA	This field is not updateable for this event.
Address	Enter the Street Address of where the member will be on leave.
Country	This field is automatically set at 'US'. If it should be different, then enter the country code of what country the member will be on leave (press <F2> to see a list of country codes).
City	Enter the City of where the member will be on leave.
St	Enter the abbreviation of the state the member will be on leave (press <F2> to see a list of state abbreviations).
ZIP/Postal	Enter the first 5 digits of the zip code of the city in which the member will be on leave.
Phone	Enter the area code and phone number of where the member will be on leave (to input this information, type in the phone number without any spaces and the system will format it correctly, once you have completed Screen 2 of 7* and have pressed <GO> or F1.
Ag	This field is set to '2'. Do not change.
Reg	Enter the Region (District) code in this field.
Appr Code	Enter the Appropriate code in this field.
Appr Limit	Enter the Limitation code in this field.
Allot Level	This field is set at '0'.
Program Elem	Enter the Program Element in this field.
Cost Center	Enter the Cost Center Code in this field.
Object Class	Enter the Object Class in this field.
Document ID	Enter the Document ID (TONO) in this field.

The next two screens that will come up in this transaction are Screen 3 of 7* and Screen 4 of 7*. These two screens allow the user to enter information into the remarks block of the Standard Travel Orders (CG-5131) that will be printed after this transaction has been completed.

Note: There are standard remarks on the help wheel for the user to select, press the F2 key to bring up these standard remarks.

Continued on next page

Section C
PCS DEPARTING EVENT FOR RESERVE MEMBERS COMING ON EXTENDED ACTIVE DUTY
GREATER THAN 139 DAYS

PCS Departing Event for Regular Reserve Members Coming on Extended Active Duty Greater than 139 Days, Continued

PCS Departing
Transaction,
Continued

The following is what the screens should look like:

PCS Orders (screen 3 of 7*)		
<u>000-00-0000</u>	<u>QM3</u>	<u>DOE, ROGER</u>
New Servicing/Responsible PERSRU: 47400		
CG HRSIC		
Remarks:		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		

PCS Orders (screen 4 of 7*)		
<u>000-00-0000</u>	<u>QM3</u>	<u>DOE, ROGER</u>
Remarks: (Continued)		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		

Once you have entered the information in the remarks screens, press <GO> or F1.

Continued on next page

Section C
PCS DEPARTING EVENT FOR RESERVE MEMBERS COMING ON EXTENDED ACTIVE DUTY
GREATER THAN 139 DAYS

PCS Departing Event for Regular Reserve Members Coming on Extended Active Duty Greater than 139 Days, Continued

PCS Departing Transaction, Continued

The following screen should come up and a breakdown of each field on Screen 1 of 1 and the action to be taken on each field:

Reserve Member Coming on Active Duty (screen 1 of 1)		
000-00-0000	QM3	DOE, ROGER
Effective Departure Date: 11/01/1997 Effective Time: 0500		
ACDU Number of Days Ordered: <u>0459</u> (Element Code 77)		
Expected Termination Date: <u>01/24/1999</u> (Element Code 75)		
Reserve Duty Type Code: <u>B</u> EAD (Element Code 76)		
Reserve Training/Pay Status Code: <u>A</u> (Element Code 78)		

Field	Action
Effective Departure Date	This field is not updateable. The date shown is the date the user entered in the field "Effective Departure Date" on Screen 1 of 7*.
Effective Time	This field is not updateable. The time shown is the time the user entered in the field "Effective Time" on Screen 1 of 7*.
ACDU Number of Days Ordered	Enter the number of days the member is being ordered on active duty. This field should be over 139 days. This field creates Element Code 77 on the L68B.
Expected Termination Date	The system will automatically update this field. This information is obtained from the "Effective Date of Departure" and the "ACDU Number of Days Ordered". Note: Need to ensure the member has enough obligated service time to meet the Expected Active Duty Termination Date. This field creates Element Code 75 on the L68B.
Reserve Duty Type Code	Enter one of the following Reserve Duty Type codes: B EAD (Extended Active Duty) D Active Duty for Special Work in support of the Reserve Component (ADSW-RC) E Active Duty for Training - Other Training Duty (ADT-OTD) G Active Duty for Special Work in support of the Active Component (ADSW-AC) H Initial Active Duty for Training (IADT) O Officer Candidate School (OCS) R Recall from awaiting age 60 retirement Note: Press F2 for a list of valid codes. This field creates Element Code 76 on the L68B

Continued on next page

Section C
PCS DEPARTING EVENT FOR RESERVE MEMBERS COMING ON EXTENDED ACTIVE DUTY
GREATER THAN 139 DAYS

PCS Departing Event for Regular Reserve Members Coming on Extended Active Duty Greater than 139 Days, Continued

PCS Departing Transaction, Continued

The following is a breakdown of the fields and what action should be taken on each field, continued:

Field	Action
Reserve Training/Pay Status Code	Enter a valid Reserve Training/Pay Status Code: Note: Press F2 for a list of valid codes. This field creates Element Code 78 on the L68B

Once you have completed the information in Screen 1 of 1, press the F6 key and the following screen will appear:

Reserve Member coming on Active Duty Print Menu	
A. Print Screen	
B. Print Transaction Log	
C. Print the Form for this Transaction	

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the PCS Departure transaction and want a printed copy of the Transaction Log, press 'B'.
C	If you have completed the PCS Departure transaction and want a printed copy of the Standard Travel Orders (CG-5131), press 'C'.

How PMIS/JUMPS is effected by the PCS Departing Transaction

This transaction accomplishes the following functions in PMIS/JUMPS:

- Opens an automated pay account on the member.
- Establishes the member's new OPFAC for LES.
- Projects the member's Estimated Time Arrival (ETA) at the new station.
- Updates the following information of the PMIS screens in the PMIS Data Base:
 - Page 5 (Contract & Service Information)
 - Page 6 (Current Unit Information/Pending Unit Information)
 - Page 7 (Prior Unit History)
 - Page 12 (Reserve Unique Information)
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Closes down segment 52 of the pay file in JUMPS.
- Closes and opens segment 57 of the pay file in JUMPS.

Continued on next page

PCS Departing Event for Regular Reserve Members Coming on Extended Active Duty Greater than 139 Days, Continued

Corrections and Deletions to the PCS Departing Transaction

Corrections and deletions can be made to this transaction and are done in Transaction Review.

When completing a correction or deletion to the PCS Departing transaction, the following rules apply:

- Corrections/deletions to the PCS Departing transaction must process before the PCS Reporting transaction. If the PCS Reporting transaction has already processed, contact HRSIC (MAS) before submitting a correction to the PCS Departing transaction.
-

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete multiple PCS departure transactions in SDA II on an active duty member. This event contains information on:

- Purpose of the event
 - Any references
 - Fast Path ID and Data Entry
 - What effect the PCS Departing transaction has on PMIS/JUMPS
 - If corrections or deletions can be made to the PCS Departing Transaction
-

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	3-D-2
References	3-D-2
Fast Path ID and Data Entry	3-D-2
PMIS/JUMPS Effect	3-D-3
Corrections and Deletions	3-D-3

PCS Departing Orders Multiple Transactions Scroller

Purpose The PCS Departing Orders Multiple Transactions Scroller allows the user to create multiple PCS Departing transactions on an active duty member or reserve member who is on active duty for greater than 139 days. The only time this event should be used is when the member performs temporary duty in conjunction with PCS travel (i.e., member went to several pipe line schools prior to reporting to new PDS and now the user has to create multiple PCS Departing transactions). This transaction should **not be** used:

- On reserve members who **are not** on extended active duty.
- On a reserve member who is coming on extended active duty for greater than 139 days.
- If there is only one PCS Departing transaction that needs to be done on the member and a PERSRU to PERSRU file needs to be created on the member. This should be done in the PCS Departing Event.

Note: Creating a PCS Departing transaction in this event **will not** transmit the member's data record to a new PERSRU. If needing to transfer the member's record to a new PERSRU, then the PCS Departing Event should be used and not this event.

References None

Fast Path ID and Data Entry Enter "dord" for Fast Path ID or press "AAAB" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. The following screen should display:

Note: As stated above, if member is a reservist and not on extended active duty, then the following error message will appear: **"S806 You cannot execute this option for a reservist."**

PCS Departing Orders Multiple Transactions Scroller (Screen 1 of 1)		
000-00-0000	QM3	DOE, ROGER
Effective Date	Effective Time	Transaction Status
11/01/1997	0500	Complete
Note: The highlighted information above will not be on the screen when initially entered. This information will appear after a PCS Departing transaction has been completed in this event (this note does not appear on the SDA II screen)		

Continued on next page

PCS Departing Orders Multiple Transactions Scroller, Continued

**Fast Path ID
and Data
Entry,
Continued**

Once the above screen appears, press <F3>. This will allow you to create a PCS Departing transaction. After you have completed all the screens for the PCS Departing transaction you will end back up on the screen shown above and it will show you the effective date, effective time and transaction status.

Note: If needing to do more than one PCS Departing transaction in this event then press <F3> again and continue on.

**PMIS/JUMPS
Effect**

This transaction accomplishes the same functions in PMIS/JUMPS as outlined on pages 3-A-12 through 3-A-14 of this chapter.

**Corrections
and Deletions**

Corrections and deletions can be made to this transaction and are done in Transaction Review.
